Application Transmittal Instructions

All applicants are required to submit one (1) signed original and two (2) copies of the application. All applications must be **received by June 23, 2003** in the Application Control Center. Each copy of the application must be covered with a Title Page. All applicants are encouraged to voluntarily submit three additional copies of the application to expedite the review process. Please number the pages of your application consecutively beginning with the Title Page as page one.

If your application is mailed or delivered, it must be received by 4:30 pm (Washington, D.C. time) June 23, 2003.

All applications must be sent or delivered to the following address.

> U.S. Department of Education
> Application Control Center
> Attention: CFDA Number 84.342
> 7TH & D Streets, SW, Room 3671
> Regional Office Building 3
> Washington, DC 20202-4725

If you mail your application, one of the following as proof of mailing must be shown.

- Legibly dated U.S. Postal Service Postmark
- Legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- Label, invoice, or receipt from a commercial carrier
- Any other proof of mailing acceptable to the U.S. Secretary of Education

If you mail an application through the U.S. Postal Service, the following as proofs of mailing are not accepted.

- Private metered postmark
- Mail receipt that is not dated by the U.S. Postal Service

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with the local post office.

An applicant is encouraged to use registered or at least first-class mail.

Applications not received by the received by deadline date will not be considered for funding unless the applicant can show proof that the application was (1) sent by registered or certified mail not later than five (5) days before the deadline date; or (2) sent by a commercial "overnight" carrier not later than two (2) days before the deadline date. Late applicants will be notified that the application will not be considered.

The Application Control Center accepts deliveries between 8:00 a.m. and 4:30 p.m. (Washington, D.C. time) except Saturdays, Sundays and Federal holidays. The Center accepts application deliveries through the D Street entrance only. A person delivering an application must show identification to enter the building.